

BID SOLICITATION

Page 1 of 13
Printed: 3/10/2006



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BUYER: WILLIAM ANDERSON
PHONE #: (401) 222 - 2142 ext. 120
BLANKET PERIOD: 3/1/2006 - 12/31/2008

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ADMINISTRATION
DOA CENTRAL BUSINESS OFFICE
ADMINISTRATIVE SERVICES
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE RI 02908

BID NUMBER: B06130
TITLE: COURIER SERVICES-STATE OPER.
BID OPENING DATE AND TIME:
03/31/2006 10:45 AM

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ADMINISTRATION
DOA-OLIS COMPUTER CENTER
1670 HARTFORD AVE
JOHNSTON RI 02919

Requisition Number(s): R68F068005

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BLANKET REQUIREMENTS: 3/1/06 - 12/31/08</p> <p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD:</p> <ul style="list-style-type: none">* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER.* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION.* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>SPECIFICATIONS FOR COURIER / DELIVERY SERVICE</p> <p>TO PROVIDE COURIER SERVICES FOR LOCATIONS BETWEEN AND AMONG THE STATE ENTERPRISE OPERAIONS CENTER LOCATED AT 1670 HARTFORD AVENUE, JOHNSTON AND THE STATE CENTRAL MESSENGER LOCATED AT ONE CAPITOL HILL, PROVIDENCE. TO PICK UP AND DELIVER MATERIALS 5 DAYS A WEEK, 52 WEEKS A YEAR DURING THE HOURS WHICH WILL BE DETAILED BELOW. THE FOLLOWING STATE HOLIDAYS (CHECK FOR OFFICIAL DAY CELEBRATED) WILL BE DAYS THE VENDOR WILL NOT BE WORKING:</p> <p>NEW YEAR'S DAY (JANUARY) DR. MARTIN LUTHER KING JR'S BIRTHDAY (JANUARY) MEMORIAL DAY (MAY) INDEPENDENCE DAY (JULY) VICTORY DAY (AUGUST) LABOR DAY (SEPTEMBER) COLUMBUS DAY (OCTOBER) ELECTION DAY (NOVEMBER, EVEN NUMBERED YEARS, 2006 & 2008) VETERANS DAY (NOVEMBER) THANKSGIVING DAY (NOVEMBER) CHRISTMAS DAY (DECEMBER)</p>				

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	<p>REQUIREMENTS:</p> <p>BESIDES THE FOUR DEDICATED ROUTES THAT ARE LISTED BELOW, THERE ARE ALSO INDIVIDUAL PICKUPS THAT ARE LISTED WITH DELIVERY TIME RANGES. A FINAL SCHEDULE WILL BE NEGOTIATED UPON AWARD OF CONTRACT.</p> <p>VENDOR MUST ACCOMMODATE SCHEDULE CHANGES (ADDITIONS AND DELETIONS) WITH A MINIMUM OF FIVE (5) WORKING DAYS ADVANCE NOTICE.</p> <p>VENDOR MUST PROVIDE A SURETY BOND ON ALL COURIERS.</p> <p>VENDOR MUST BE LICENSED BY THE RIPUC TO OPERATE STATEWIDE DURING THE PERIOD OF THIS CONTRACT.</p> <p>VENDOR MUST SUPPLY DELIVERY VEHICLES, HAND TRUCKS AND OTHER MATERIAL AND EQUIPMENT NECESSARY TO PICK UP AND DELIVER MAIL AND MEET THE OCCASIONAL NEED TO PICK UP AND DELIVER BOXES AS WELL.</p> <p>VENDOR MUST PROVIDE PROOF OF INSURANCE FOR LOSS OF CONTENT OF ITEMS PICKED UP AND DELIVERED UNDER THIS CONTRACT.</p> <p>VENDOR MUST PROVIDE A FORMAL CONTACT PERSON FOR THE PURPOSE OF THIS AGREEMENT, THEIR EMERGENCY CONTACT NUMBERS, CELL PHONES, PAGERS, ETC., FOR THE DURATION OF THE CONTRACT.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1.0	962-24 PRICE FOR TWO (2) DEDICATED VEHICLES AND TWO (2) EMPLOYEES, EIGHT (8) HOURS A DAY. (8:00AM - 4:30PM, REPORTING TO ONE CAPITOL HILL IN PROVIDENCE) 3/1/06 - 6/30/06	1.00	DAY		
2.0	PRICE FOR TWO (2) DEDICATED VEHICLES AND TWO (2) EMPLOYEES, EIGHT (8) HOURS A DAY. (8:00AM - 4:30PM, REPORTING TO ONE CAPITOL HILL IN PROVIDENCE) 7/1/06 - 6/30/07	1.00	DAY		
3.0	PRICE FOR TWO (2) DEDICATED VEHICLES AND TWO (2) EMPLOYEES, EIGHT (8) HOURS A DAY. (8:00AM - 4:30PM, REPORTING TO ONE CAPITOL HILL IN PROVIDENCE) 7/1/07 - 6/30/08	1.00	DAY		
4.0	PRICE FOR TWO (2) DEDICATED VEHICLES AND TWO (2) EMPLOYEES, EIGHT (8) HOURS A DAY. (8:00AM - 4:30PM, REPORTING TO ONE CAPITOL HILL IN PROVIDENCE) 7/1/08 - 12/31/08	1.00	DAY		
5.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, SIX (6) HOURS A DAY (10:30AM - 4:30PM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 3/1/06 - 6/30/06	1.00	DAY		

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6.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, SIX (6) HOURS A DAY (10:30AM - 4:30PM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 7/1/06 - 6/30/07	1.00	DAY		
7.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, SIX (6) HOURS A DAY (10:30AM - 4:30PM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 7/1/07 - 6/30/08	1.00	DAY		
8.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, SIX (6) HOURS A DAY (10:30AM - 4:30PM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 7/1/08 - 12/31/08	1.00	DAY		
9.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, THREE (3) HOURS A DAY. (6:30AM - 9:30AM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 3/1/06 - 6/30/06	1.00	DAY		
10.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, THREE (3) HOURS A DAY. (6:30AM - 9:30AM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 7/1/06 - 6/30/07	1.00	DAY		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, THREE (3) HOURS A DAY. (6:30AM - 9:30AM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 7/1/07 - 6/30/08	1.00	DAY		
12.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, THREE (3) HOURS A DAY. (6:30AM - 9:30AM, REPORTING TO 1670 HARTFORD AVENUE, JOHNSTON) 7/1/08 - 12/31/08	1.00	DAY		
13.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, ONE (1) HOUR A DAY. (FOR PURPOSES OF ADDING TO EXISTING DEDICATED VEHICLE ROUTES OR STARTING A NEW ONE) 3/1/06 - 6/30/06	1.00	DAY		
14.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, ONE (1) HOUR A DAY. (FOR PURPOSES OF ADDING TO EXISTING DEDICATED VEHICLE ROUTES OR STARTING A NEW ONE) 7/1/06 - 6/30/07	1.00	DAY		
15.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, ONE (1) HOUR A DAY. (FOR PURPOSES OF ADDING TO EXISTING DEDICATED VEHICLE ROUTES OR STARTING A NEW ONE) 7/1/07 - 6/30/08	1.00	DAY		

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16.0	PRICE FOR ONE (1) DEDICATED VEHICLE AND ONE (1) EMPLOYEE, ONE (1) HOUR A DAY. (FOR PURPOSES OF ADDING TO EXISTING DEDICATED VEHICLE ROUTES OR STARTING A NEW ONE) 7/1/08 - 12/31/08	1.00	DAY		
17.0	COURIER SERVICES - PRICE PER ADDRESS 3/1/06 - 6/30/06	1.00	EA		
18.0	COURIER SERVICES - PRICE PER ADDRESS 7/1/06 - 6/30/07	1.00	EA		
19.0	COURIER SERVICES - PRICE PER ADDRESS 7/1/07 - 6/30/08	1.00	EA		
20.0	COURIER SERVICES - PRICE PER ADDRESS 7/1/08 - 12/31/08	1.00	EA		
21.0	PRICE PER ADDITIONAL STOP AT THE SAME DELIVERY ADDRESS 3/1/06 - 6/30/06	1.00	EA		
22.0	PRICE PER ADDITIONAL STOP AT THE SAME DELIVERY ADDRESS 7/1/06 - 6/30/07	1.00	EA		

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23.0	PRICE PER ADDITIONAL STOP AT THE SAME DELIVERY ADDRESS 7/1/07 - 6/30/08	1.00	EA		
24.0	PRICE PER ADDITIONAL STOP AT THE SAME DELIVERY ADDRESS 7/1/08 - 12/31/08	1.00	EA		
25.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (AT LEAST ONE DAY NOTICE) 3/1/06 - 6/30/06	1.00	EA		
26.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (AT LEAST ONE DAY NOTICE) 7/1/06 - 6/30/07	1.00	EA		
27.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (AT LEAST ONE DAY NOTICE) 7/1/07 - 6/30/08	1.00	EA		
28.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (AT LEAST ONE DAY NOTICE) 7/1/08 - 12/31/08	1.00	EA		
29.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (SAME DAY NOTICE) 3/1/06 - 6/30/06	1.00	EA		
30.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (SAME DAY NOTICE) 7/1/06 - 6/30/07	1.00	EA		

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BID OPENING DATE AND TIME:
03/31/2006 10:45 AM

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ADMINISTRATION
DOA-OLIS COMPUTER CENTER
1670 HARTFORD AVE
JOHNSTON RI 02919

Requisition Number(s): R68F068005

Item	Class-Item	Quantity	Unit	Unit Price	Total
31.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (SAME DAY NOTICE) 7/1/07 - 6/30/08	1.00	EA		
32.0	PRICE PER UNSCHEDULED DELIVERY IN RHODE ISLAND AREA (SAME DAY NOTICE) 7/1/08 - 12/31/08	1.00	EA		
33.0	PRICE PER NEW DELIVERY ADDRESS LOCATION IN RHODE ISLAND AREA ON 5 DAYS NOTICE 3/1/06 - 6/30/06	1.00	EA		
34.0	PRICE PER NEW DELIVERY ADDRESS LOCATION IN RHODE ISLAND AREA ON 5 DAYS NOTICE 7/1/06 - 6/30/07	1.00	EA		
35.0	PRICE PER NEW DELIVERY ADDRESS LOCATION IN RHODE ISLAND AREA ON 5 DAYS NOTICE 7/1/07 - 6/30/08	1.00	EA		
36.0	PRICE PER NEW DELIVERY ADDRESS LOCATION IN RHODE ISLAND AREA ON 5 DAYS NOTICE 7/1/08 - 12/31/08	1.00	EA		
37.0	PRICE TO PICK UP ITEM (S) AT DLT MAILROOM, BUILDING 69, BASEMENT, CRANSTON AT 3:00PM AND DELIVER ITEM (S) IMMEDIATELY TO 1670 HARTFORD AVENUE, JOHNSTON 3/1/06 - 6/30/06	1.00	EA		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY: _____

RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

DO NOT SIGN BID ON THIS PAGE!
USE CERTIFICATION COVER FORM.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID SOLICITATION

Page 12 of 13
Printed: 3/10/2006

BUYER: WILLIAM ANDERSON
PHONE #: (401) 222 - 2142 ext. 120
BLANKET PERIOD: 3/1/2006 - 12/31/2008

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ADMINISTRATION
DOA CENTRAL BUSINESS OFFICE
ADMINISTRATIVE SERVICES
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE RI 02908

BID NUMBER: B06130
TITLE: COURIER SERVICES-STATE OPER.
BID OPENING DATE AND TIME:
03/31/2006 10:45 AM

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ADMINISTRATION
DOA-OLIS COMPUTER CENTER
1670 HARTFORD AVE
JOHNSTON RI 02919

Requisition Number(s): R68F068005

Item	Class-Item	Quantity	Unit	Unit Price	Total
38.0	PRICE TO PICK UP ITEM (S) AT DLT MAILROOM, BUILDING 69, BASEMENT, CRANSTON AT 3:00PM AND DELIVER ITEM (S) IMMEDIATELY TO 1670 HARTFORD AVENUE, JOHNSTON 7/1/06 - 6/30/07	1.00	EA		
39.0	PRICE TO PICK UP ITEM (S) AT DLT MAILROOM, BUILDING 69, BASEMENT, CRANSTON AT 3:00PM AND DELIVER ITEM (S) IMMEDIATELY TO 1670 HARTFORD AVENUE, JOHNSTON 7/1/07 - 6/30/08	1.00	EA		
40.0	PRICE TO PICK UP ITEM (S) AT DLT MAILROOM, BUILDING 69, BASEMENT, CRANSTON AT 3:00PM AND DELIVER ITEM (S) IMMEDIATELY TO 1670 HARTFORD AVENUE, JOHNSTON 7/1/08 - 12/31/08	1.00	EA		
THE BELOW ADDRESSES ARE FOR INFORMATIONAL PURPOSES ONLY, THESE AREN'T INCLUDED IN THE DEDICATED VEHICLE RUNS, THEY WILL BE BILLED AT THE "PER ADDRESS" RATE AND THE "PER ADDITIONAL STOP AT THE SAME DELIVERY ADDRESS" RATE. TIME RANGE FOR DELIVERY IS ALSO NOTED. ITEMS PICKED UP AT THE BELOW LOCATIONS WILL BE RETURNED TO VENDOR'S LOCATION, SORTED AND DELIVERED TO THE LOCATIONS LISTED BELOW THE NEXT BUSINESS DAY, OR IF NOT LISTED BELOW, TO ONE CAPITOL HILL IN PROVIDENCE.					

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY: _____

RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

DO NOT SIGN BID ON THIS PAGE!
USE CERTIFICATION COVER FORM.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID SOLICITATION

BID NUMBER: B06130
TITLE: COURIER SERVICES-STATE OPER.
BID OPENING DATE AND TIME:
03/31/2006 10:45 AM

BUYER: WILLIAM ANDERSON
PHONE #: (401) 222 - 2142 ext. 120
BLANKET PERIOD: 3/1/2006 - 12/31/2008

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ADMINISTRATION
DOA CENTRAL BUSINESS OFFICE
ADMINISTRATIVE SERVICES
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
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ADMINISTRATION
DOA-OLIS COMPUTER CENTER
1670 HARTFORD AVE
JOHNSTON RI 02919

Requisition Number(s): R68F068005

Item	Class-Item	Quantity	Unit	Unit Price	Total
	WASHINGTON COUNTY COURT HOUSE, 4800 TOWER HILL RD., WAKEFIELD (7 STOPS WITHIN) (12:00PM)				
	NEWPORT COUNTY COURT HOUSE, WASHINGTON SQUARE, NEWPORT (7 STOPS WITHIN) (2:00PM - 3:00PM)				
	KENT COUNTY COURT HOUSE, 222 QUAKER LANE, WARWICK (10 STOPS WITHIN) (1:30PM - 3:00PM)				
	CAMP FOGARTY, 2841 SOUTH COUNTY TRAIL, EAST GREENWICH (12:00PM - 4:00PM)				
	DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				TOTAL:	

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY: _____

RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
Division of Information Technology
One Capitol Hill
Providence, RI 02908

Memorandum

Specifications for Courier / Delivery Service

Blanket Requirements: 1/1/2006 – 12/31/2008

Purpose.

To provide courier services for locations between and among the State Enterprise Operations Center (EOC) located at 1670 Hartford Avenue, Johnston and the State Central Messenger located at One Capitol Hill, Providence. To pick up and delivery materials 5 days a week, 52 weeks a year during the hours which will be detailed below. The following State **holidays** (check for official day celebrated) will be days the vendor will not be working:

New Year Day (January)
Dr. Martin Luther King Jr's Birthday (January)
Memorial Day (May)
Independence Day (July)
Victory Day (August)
Labor Day (September)
Columbus Day (October)
Election Day (November, even numbered years, 2006 & 2008)
Veterans Day (November)
Thanksgiving Day (November)
Christmas Day (December)

Requirements:

Besides the four dedicated routes that are listed below, there are also individual pickups that are listed with delivery time ranges. A final schedule will be negotiated upon award of contract.

Vendor must accommodate schedule changes (additions and deletions) with a minimum of five (5) working days advance notice.

Vendor must provide a surety bond on all couriers.

Vendor must be licensed by the RIPUC to operate statewide during the period of this contract.

Vendor must supply delivery vehicles, hand trucks and other material and equipment necessary to pick up and deliver mail and meet the occasional need to pick up and deliver boxes as well.

Vendor must provide proof of insurance for loss of content of items picked up and delivered under this contract.

Vendor must provide a formal contact person for the purpose of this agreement, their emergency contact numbers, cell phones, pagers, etc., for the duration of the contract.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

**Department of Administration
Division of Information Technology
One Capitol Hill
Providence, RI 02908**

Memorandum

- **Items to be bid on:**
- Price for two (2) dedicated vehicles and two (2) employees, eight (8) hours a day.
(8:00 am – 4:30 pm, reporting to One Capitol Hill in Providence)
- Price for one (1) dedicated vehicle and one (1) employee, six (6) hours a day.
(10:30 am – 4:30 pm, reporting to 1670 Hartford Avenue in Johnston)
- Price for one (1) dedicated vehicle and one (1) employee, three (3) hours a day.
(6:30 am – 9:30 am, reporting to 1670 Hartford Avenue in Johnston)
- Price for one (1) dedicated vehicle and one (1) employee, one (1) hour a day.
(for purposes of adding to existing dedicated vehicle routes or starting a new one)
- Price per address
- Price per additional stop at the same delivery address
- Price per unscheduled delivery in Rhode Island area (at least one day notice)
- Price per unscheduled delivery in Rhode Island area (same day notice)
- Price per new delivery address location in Rhode Island area on 5 days notice
- Price to pick up item(s) at DLT Mailroom, Building 69, Basement, Cranston at 3 pm and deliver item(s) immediately to 1670 Hartford Avenue in Johnston

The below addresses are for informational purposes only, these aren't included in the dedicated vehicle runs, they will be billed at the "per address" rate and the "per additional stop at the same delivery address" rate. Time range for delivery is also noted. Items picked up at the below locations will be returned to vendor's location, sorted, and delivered to the locations listed below the next business day, or if not listed below, to One Capitol Hill in Providence.

Washington County Court House, 4800 Tower Hill Road, Wakefield (7 stops within) (12:00 pm)

Newport County Court House, Washington Square, Newport (7 stops within) (2 pm – 3 pm)

Kent County Court House, 222 Quaker Lane, Warwick (10 stops within) (1:30 pm – 3:30 pm)

Camp Fogarty, 2841 South County Trail, East Greenwich (12 pm – 4 pm)

**Contact Person - Thomas M. O'Donnell, Operations Manager, Enterprise Operations Center (EOC)
(401) 222-2291**